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ABSTRACT

The infusion of education technology into Mississippi schools is integral to promoting higher order learning processes by students. The State of Mississippi iscommitted to ensuring that all learners have equitable opportunities to employ a variety of technological tools to enhance the learning process. To provide support for the planning process, the Office of Educational Technology, Training and Support (OETTS) developed this handbook for school districts to use when creating their new technology plans. Included are a map of the five Congressional Districts with names and email links to those individual designated to receive electronically submitted copies of technology plans for each District; a technology plan checklist; sample budget forms, Statement of Assurances form and E-rate Certification Form; links to planning resources and technology planning Internet sites; a technology plan flowchart; technology plan guidelines; and technology plan outline. Appendixes include: the Technology Budget Form; Technology Plan Checklist; Michigan Technology Staffing Guidelines; Sample NetDay Wiring Plan; and Additional Links to Technology Planning. (AEF)

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Technology Planning Handbook for Mississippi Schools

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TECHNOLOGY PLANNING HANDBOOK FOR MISSISSIPPI SCHOOLS

All technology plans are due by April 15, 2001.

Adobe Acrobat Reader is required to read the PDF documents. It is available free of charge

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Overview

Technology Plan Approval Process

DOC format (MS Word)
PDF format (Adobe Acrobat)

OETTS Contacts

Technology Plan Checklist

DOC format (MS Word)
PDF format (Adobe Acrobat)

Technology Planning Guidelines

Updated March 2000
DOC format (MS Word)
PDF format (Adobe Acrobat)

Technology Plan Outline

DOC format (MS Word)
PDF format (Adobe Acrobat)

Technology Planning Forms & Samples

Technology Planning Resources

When the first technology money became available in 1995, many districts had no formal technology plans. Existing district plans varied widely in content and degree of detail, and only a few of the plans showed involvement of stakeholders. Fortunately, as we move into our next major revision process, these statements are no longer true. Every school district in Mississippi now has a technology plan, and all show consistency in content.

We know that telecommunication networks and Internet access can transform our schools into information age learning centers. But, as powerful as they are, modern computers and telecommunication networks alone will not be enough to improve learning. Districts must begin with a clear vision of how these tools can be linked with strong professional development strategies, new curriculum content and enhanced services to improve schools. Careful planning and sound operational strategies will ensure that school investments in information technology pay off in significant education advancements. ***Planning is an on-going process, not a product.***

The Federal Communications Commission (FCC) recognized the necessity of thoughtful preparations for the use of these new technologies when they stipulated that requests for Universal Service Program discounts must be based on **an approved technology plan** [Section 254(h)(1)(B), of the Telecommunications Act of 1996, and FCC Order 97-157, Paragraph 573]. To ensure that schools are prepared to use the requested services effectively, and to make certain that students experience the real benefits of the Universal Service Program, applicants must certify that their requests are based on ***approved technology plans that include provisions for integrating telecommunication services and Internet access into their educational program***.

Before you begin rewriting your plans, it may be helpful to revisit the original Mississippi Master Plan for Educational Technology's vision and mission statements that were created by members of the Council for Education Technology and the Project Advisory Committee with input from educators throughout the state to initially guide the technology planning process.

Vision

The infusion of education technology into Mississippi schools is integral to promoting higher order learning processes by students. The State of Mississippi is committed to ensuring that all learners have equitable opportunities to employ a variety of technological tools to enhance the learning process. We envision that education technologies are mainstays of the intellectual environment, maintaining the importance, independence and interdependence of individual learners in perpetuity. Education technology will provide the opportunity to offer education anywhere, any time for everyone.

Mission

The mission for using education technologies is to pursue supreme quality learning opportunities for all citizens. Toward this goal, the state of Mississippi will nurture a dynamic program designed to enhance, broaden, strengthen, and transform learning to produce:

- **students prepared for a future workplace in which a key to success is the ability to access, interpret, analyze, and communicate information in a meaningful fashion**
- **teachers and students who become partners in learning, enjoying the benefits of mutually energetic discovery opportunities to the development of wisdom**
- **schools that are energized centers of learning, available to all members of the community for a vast array of functions.**

It is also important to remember the goals that were established by the Education Technology Enhancement Act. (Senate Bill 3550)

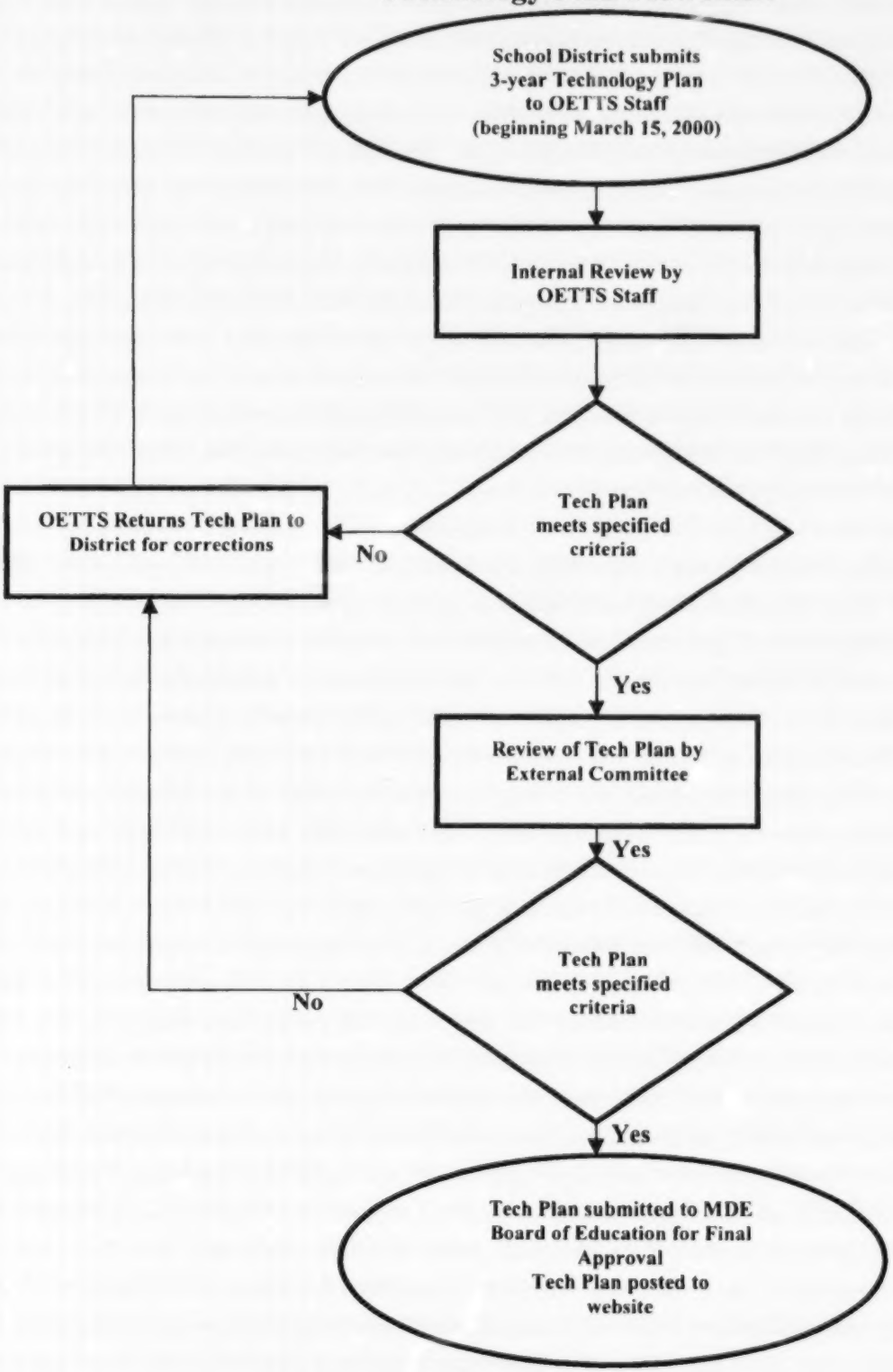
Mississippi Educational Technology Goals

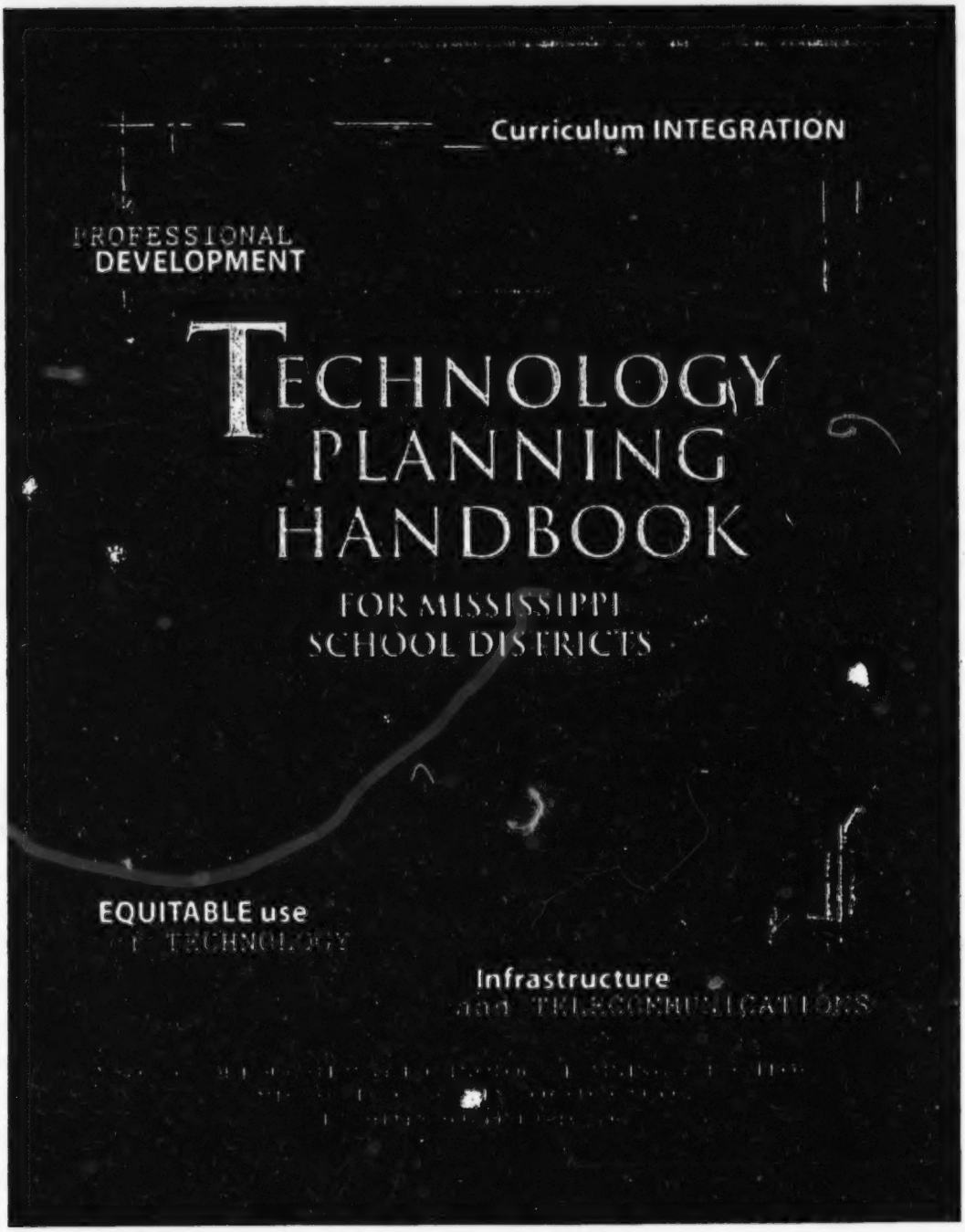
1. To provide access to individualized instruction through computer-based technology, video, and other technology-based instruction.
   Focus: ***Classroom Infusion***
2. To improve teaching and learning and the ability to meet individual student's needs to increase student achievement.
   Focus: ***Curriculum Integration***
3. To improve curriculum delivery to help meet the needs for educational equity across the state.
   Focus: ***Network Connectivity***
4. To improve delivery of professional development.
   Focus: ***Professional Development***
5. To improve the efficiency and productivity of administrators.
   Focus: ***Reporting and Accountability***
6. To encourage development by the private sector and acquisition by districts of technologies and applications appropriate for education.
   Focus: ***Emerging Technologies***
7. To ensure efficient and equitable use of technology at all levels from kindergarten through higher education, including vocational and adult education.
   Focus: ***Maximization of Investment***

In order to support you in your planning process, the Office of Educational Technology, Training and Support has developed this handbook to guide you through the writing of your technology plan. We hope you will find the guidelines, outline, checklists, and resources found in the handbook helpful as you begin revising your current technology plans.

We would like to thank you in advance for the hard work you and your committees are about to undertake. We realize that you know, as we do, that careful, diligent planning will benefit everyone.

Technology Plan Flowchart


School District submits 3-year Technology Plan to OETTS Staff (beginning March 15, 2000)
Internal Review by OETTS Staff
Tech Plan meets specified criteria
No
OETTS Returns Tech Plan to District for corrections
Yes
Review of Tech Plan by External Committee
Yes
Tech Plan meets specified criteria
No
Yes
Tech Plan submitted to MDE Board of Education for Final Approval
Tech Plan posted to website



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TECHNOLOGY PLANNING HANDBOOK
FOR
MISSISSIPPI SCHOOL DISTRICTS

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TECHNOLOGY PLAN FLOWCHART

TECHNOLOGY PLAN GUIDELINES

TECHNOLOGY PLAN OUTLINE

TAKING TCO TO THE CLASSROOM
A School Administrator's Guide to Planning for the Total Cost of New Technology

LEADER'S GUIDE TO EDUCATION TECHNOLOGY

TECHNOLOGY PLANNING INTERNET SITES

- National Center for Technology Planning
- Compaq TechBuilder
- Technology @ Your Finger Tips (National Center for Education Statistics)
- Guiding Questions for Technology Planning (North Central Regional Education Consortium)
- Education Leadership Tool Kit (National School Boards Foundation)

APPENDIX

- *Technology Budget Form*
- *Technology Plan Checklist*
- Michigan Technology Staffing Guidelines
- Sample NetDay Wiring Plan
- Additional Links to Technology Planning

Technology Plan Guidelines

The Office of Educational Technology, Training and Support (OETTS) has developed guidelines for school districts to use when creating their new technology plans. New technology plans that meet the enclosed criteria are due between **March 15, 2000 and June 15, 2000** for all school districts in Mississippi. **Since all districts are required to submit new plans this year (FY 2000), school districts are not required to submit an annual evaluation.** Districts will be required to submit an annual evaluation for FY 2001.

Please note the Technology Planning Requirements created by the Schools and Libraries Division (SLD) have been incorporated into these guidelines to ensure that the new plan includes the necessary elements for school districts to participate in Universal Services Program (E-Rate).

This section contains

- Important technology plan elements
- Guidelines for the school district's technology plan
- Information about the length and scope of the plan
- Information about the technology plan approval process
- Information about the audit process
- Information about the budget process (including a sample budget form and a glossary of budget terms)
- A technology plan checklist

Technology Plan Elements

A technology plan should contain

- a vision statement
- a mission statement
- district technology committee information
- a district profile that will provide a snapshot of the district for the committee and plan reviewers
- a copy of the district's Acceptable Use Policy*
- an explanation of how the district determined its technology needs; assessment must judge the district's effectiveness in the following areas: curriculum integration, professional development, infrastructure and telecommunications services, and equitable use of technology*
- a description of how the plan is to be implemented including goals and an explanation of how the new technologies will be integrated into the curriculum*
- a 3 year budget*
- a budget narrative that explains and justifies budget items*
- a description of how the district will evaluate the effectiveness of the plan*
- a statement of assurances signed by the superintendent and technology coordinator*

* **Elements required by the Mississippi Department of Education, Office of Educational Technology, Training and Support**

Guidelines for Revising Technology Plans

Step 1 – Form a District Technology Committee

A. Include the following when forming the committee:

- Administrator(s) and/ or Business Manager
- Teacher(s)
- Parent(s)
- Student(s)
- Business or community leaders

B. Inform the committee of its mission and timelines

A district technology committee must review and approve the following criteria for a successful rewrite of the school district Technology Plan. To qualify as an approved Technology Plan for the Mississippi Department of Education, Office of Educational Technology, Training and Support and the Universal Service Program discount, the plan must contain the following elements: a means of assessment, a statement of goals and timelines, a three year budget, a budget narrative, an Acceptable Use Policy for the district, and a Statement of Assurances signed by the district superintendent and technology coordinator.

Step 2 – Conduct an Assessment of the Previous Plan

A. Examine the existing plan's effectiveness in the following four areas:

1. **Curriculum Integration**
   - Identify your district's current curriculum strengths and weaknesses.
   - Describe the process used to determine these strengths and weaknesses.
   - Describe the district's current procedures for using technology to address any perceived curriculum weaknesses.
   - Describe ways teachers integrate technology into their lessons. Include ways technology is presently used for entire classroom and for small group instruction.
   - Describe how students use technology. Include ways students presently use technology for purposes beyond practice of skills.

2. **Professional Development**
   - Describe the process your district uses for assessing the technology professional development needs of teachers, administrators, and non-certified staff.
   - Describe technology professional development activities that have been offered to teachers.
   - Describe the method(s) the district uses to determine the effectiveness of the professional development activities.

3. **Infrastructure and telecommunications services**
   - Describe the technology infrastructure of each school in your district.
   - Include schematic drawings that show the location of wiring closets, classrooms with Internet access, and identify the types of LAN and WAN connectivity.
   - Include a description of the type of data and video networking and Internet access that is available.
   - Describe the effectiveness of the present infrastructure and telecommunication services that have been provided by the district.
   - Explain how E-Rate has allowed the district to improve or increase its technology infrastructure.

4. **Equitable use of technology**
   - Describe the availability of technology to students and staff in the district.
   - Include the types of assistive technology tools that are provided for students with disabilities.

Step 3 – Create a New Plan for the District

A. Discuss the assessment and the district needs that have been identified.

B. Establish clear goals and timelines for attaining those goals.

C. Be sure goals include the following categories:
1. Curriculum integration
2. Professional development
3. Infrastructure and telecommunication services
4. Equitable access of technology

D. Write an explanation (narrative) of how the district plans to accomplish the goals of its technology plan in the following categories:

1. Curriculum integration
2. Professional development
3. Infrastructure and telecommunication services
4. Equitable access of technology

E. Create a technology budget for the district.

1. The plan should provide a **budget** necessary to acquire and maintain the hardware, software, professional development, and other services that will be needed **for three (3) years** (a realistic "guess-timate"!)
2. Be sure the budget includes:
   - a summary of existing resources available for funding
   - correlation with goals and objectives
   - consideration of E-Rate funds and other state, local and federal monies including, but not exclusive to (MAEP, E-RATE, TLCF, GOALS 2000, Title Programs)
   - minimum of 20% of the total budget allocated for professional development
   - reasonable amounts based on descriptions in the narrative
   - correct totals

F. Write a budget narrative that explains and justifies all of the line items in the budget.

Step 4 – Define the Process that will Evaluate the Plan

A. Describe the evaluation process that the district will use to monitor progress toward the specified goals.

B. Match goals with timelines and methods of assessment.

C. Attach any tools used in the evaluation process.

Step 5 – Submit the Plan

A. Districts must submit one (1) copy of the district technology plan as an email attachment (Adobe PDF or Microsoft Word DOC) to the OETTS contact for your Congressional District. School Districts may also elect to submit one paper copy of their plan to their respective OETTS contact

B. Mail the following items:

1. Statement of Assurances (Be sure signatures are in blue ink.)
2. Universal Service (E-Rate) Criteria checklist.
3. Schematics of schools' infrastructures (Mail these if you are unable to attach them to your emailed document.)

OETTS STAFF CONTACTS

Congressional District 1	**Ellen Burnham* Robin Sutliff**	**eburnham@mde.k12.ms.us**
Congressional District 2	**Zucchini Dean* Beverly Brackin**	**zdean@mde.k12.ms.us**
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Congressional District 4	**Betty Lou Pigg* Anthony Thaxton**	**blpigg@mde.k12.ms.us**
Congressional District 5	**Betty Ezelle* Gus Bowering**	**bezelle@mde.k12.ms.us**

*Individual designated to receive electronically submitted copies of technology plans for each Congressional District

LENGTH AND SCOPE OF PLAN

Approved Technology Plans **must** cover a period of ***at least three years***. Ongoing long-range planning is important for the effective use of information technology in schools. This may be particularly important in the case of some lease-purchase arrangements or very large capital investments that require extended commitments. However, in view of the rapid development cycle of new technologies and services, schools should approach long-term commitments with caution. To balance these concerns, a three-year planning cycle is appropriate. All approved plans should include provisions for evaluating progress toward the plan's goals, and these assessments must occur on an annual basis.

There may be rare cases in which an approved plan may be longer than three years to conform to federal, state, or local requirements. However, ***all*** plans must be re-written at the end of the three-year period.

Indeed, in light of the dynamic nature of this field, technology plans should undergo periodic revision to take advantage of new hardware, software, and telecommunication opportunities. As school staff members become more proficient in the use of these information technologies, new education service improvement possibilities are also likely to emerge. A technology plan should be responsive to these opportunities and open to revision. It should not be a static document. ***Planning is an ongoing process, not a product.***

For many schools, the Universal Service Program itself may be one of these new opportunities. **However, there is no need to write or develop a specific or separate Universal Service Program or "E-Rate" technology plan.** It is only necessary that the approved plan include a sufficient level of information to justify and validate the purpose of a Universal Service Program request and meet the requirements of the Mississippi Department of Education. It does not have to include all of the specific details and information included on FCC Forms 470, 471, and 486. The information provided on those forms should build on the foundation provided by the approved Technology Plan, by documenting specific implementation details and operational steps that are being taken under the plan. That information will be considered a refinement of the plan, **as long as the requested services can be supported by the plan.**

TECHNOLOGY PLAN APPROVAL PROCESS

When a plan is scheduled to be rewritten, an annual evaluation will not be required. When the district technology committee has finished rewriting the technology plan, there should be a meeting (with minutes as documentation) for the committee to approve the plan. After committee approval, the plan should be submitted to the superintendent and school board for review and approval. The plan should be transferred as an email attachment in a Microsoft Word document format or a PDF (Portable Document Format) to the district's OETTS contact. The district may elect to submit one paper copy of the plan to the **Office of Educational Technology, Training and Support (OETTS); Mississippi Department of Education; P.O. Box 771 Suite 136; Jackson, MS, 39205-0771**.

The **Statement of Assurances** and the **Universal Service (E-Rate) Criteria Checklist** must be mailed to OETTS. Network schematics may be mailed or inserted into the technology plan. Please indicate on all schematics the name of the district and school. Staff from OETTS will review the plan and work with the district technology coordinator or designated individual to revise the plan to meet all current requirements. Technical assistance will be available to ensure that the revision process will not be unduly cumbersome to districts.

After OETTS review and approval, the plan will be submitted to an Independent Review Committee (IRC). The Independent Review Committee will review the plans and staff recommendations and then, if necessary, submit the plan to OETTS for return to the district for modifications. After the district makes the final modifications, the plan will be submitted to the State Board of Education for final approval. Following the State Board of Education approval, OETTS will forward the Universal Service (E-Rate) Technology Plan Approval Certification letter to the district superintendent with a copy to the technology coordinator.

Please note that in order to ensure that technology plans are based on the reasonable needs and resources of the applicant, and that they are compatible with the goals of the Universal Service Program, the FCC requires independent approval of an applicant's technology plan (FCC Order 97-157, Paragraph 574).

The Schools and Libraries Division (SLD) will provide a letter of certification to each approving entity (OETTS). Each approving entity (OETTS), in turn, should provide a copy of a document, similar to the E-Rate checklist in the outline, to the school district to certify that their plan has been approved in a manner consistent with the criteria listed in the checklist. At the time that an FCC Form 486 is submitted to the SLD, a school or library will be required to identify the entity that has approved its technology plan. In the event of an audit, a school may be required to produce a document similar to the E-Rate checklist in the outline in order to document approval of its technology plan.

AUDITS

Mississippi Department of Education - Staff from the OETTS will participate in the annual accreditation monitoring teams and will review the information contained in the district plan. Supportive documentation should be on file in the district to ensure that the district has been working toward the goals and objectives specified in the Plan. Technical assistance may be provided while in the district. Other audits by MDE may include a review of the TLCF Grant Recipients to ensure compliance with the goals and objectives specified in the district grant.

Universal Service Program - The Schools and Libraries Division is establishing a system of audits for Universal Service discount applications. All applicants should be aware that as they complete forms 470 and 471 they are certifying that their request for services will be based on a Technology Plan that has been, or will be, approved in accordance with the criteria and standards of this document. It is important to note that the Technology Plan approval process does not have to be completed to file forms 470 and 471. In the "Status of Technology Plans" boxes on those forms (item 23 on FCC 470, and item 24 on FCC 471) the applicant can indicate that the Technology Plan will be approved by an authorized body by the time that services are received. To receive services, the school or library must file an FCC form 486, and by the time of that filing the Technology plan must be approved. The approving entity is required to provide the applicant with a Certification of Technology Plan Approval. Form 486 will require certification that the approval has been obtained.

In the event of an audit, applicants to the Schools and Libraries Universal Service Program will be asked to use their technology plan to justify the services they are receiving under the Program. * The technology plan should provide sufficient information about the school's education objectives to validate the purpose of the services.

For example, although the approved plan may not have been specifically written to apply for a Universal Service discount, the plan should document an educational purpose or a need for library services that is consistent with the "Summary Description of Needs or Services Requested" in Block 3 of FCC Form 470. The approved plan should be consistent with the "Technology Assessment" in Block 4, and it should support the "Certifications" in Block 6 of FCC Form 470. The approved plan also should be consistent with similar information blocks in FCC Form 471, and it should support the "Certifications" in FCC Forms 471 and 486. Documentation to demonstrate fulfillment of such requirements should be retained for audit purposes.

In conjunction with assuring that the technology plan has been approved in a manner consistent with all of the criteria and standards outlined in Sections I and II of this document, the certifications on FCC Forms 470 and 471 also include a specific assurance that the school will secure access to all of the resources, including computers, training, software, maintenance and electrical connections, that will be needed to make effective use of the services purchased as well as to pay the discounted charges for eligible services.

*The Schools and Libraries Division has granted OETTS permission to use their copyrighted Technology Planning Guidelines. Please note that bolded information was supplied by OETTS.

Budget Process

The budget process requires the district to submit both a projected budget and a budget narrative that explains each line item contained in the budget. (An example of a line item in a budget narrative can be found in the Technology Plan Outline section of this handbook.)

The district technology plan budget should cover **a period of three years** and include all funds from local, state, and federal sources. It should indicate how much is expected in discounts from E-Rate. **The first year's budget should be as exact as possible.** The following years should reflect what the district anticipates will happen with the funds. If financial or programmatic circumstances in the district change significantly, remember to request a budget modification when spending exceeds more than 10% in any given category. The budget categories are designed to correlate closely with the information provided for the E-rate application process.

A **minimum of 20%** of the **TOTAL** budget for technology should be spent on professional development activities. This may include in-kind contributions, stipends paid to staff for attending training, costs of substitute pay, cost of materials needed for the training, conference expenses, and the salary and fringe benefits of a professional development coordinator.

Included in this document is a sample budget form. This budget form may also be viewed at the following web site. http://www.mde.k12.ms.us/oet/techplan/

Districts are **not** required to use the sample budget form. **All budget forms should include the following categories: technology infrastructure, telecommunications services, maintenance and upgrades, software, professional development, and distance learning.**

This is a sample budget page. For a larger version in landscape view, refer to the Resource section of this handbook or visit http://www.mde.k12.ms.us/oet/techplan/

Educational Technology Budget for SY 2000 - 2003											
Submitted by: <District Name>											
Total ETE Funds Remaining as of December 1999 = $		YEAR 1			YEAR 2			YEAR 3			
		2000 - 2001			2001 - 2002			2002 - 2003			
Accounting Code	Budget Category	LOCAL	STATE	FEDERAL	LOCAL	STATE	FEDERAL	LOCAL	STATE	FEDERAL	TOTAL EXPENDITURES YEARS 1-3
	Technology Infrastructure										
	Hardware (might include work stations, printers, laptops, ect.)										
	Internal Connections (might include wiring, file servers, network components										
	Telecommunciations Services										
	Internet Service Provider										
	Telephone Service (POTS)										
	High-bandwidth Voice/Data/Video Connections										
	Dial-up Internet Connections										
	Wireless Connections										
	Telecommunications Equipment (might include phones, pagers, radios, etc.)										
	Other										
	Maintenance and Upgrades										
	Software										
	Curriculum										
	Administrative										
	Professional Development										
	Training (might include MDE or district level training, online courses for teachers,etc.)										
	Staff Support (might include materials, stipends, substitute pay, mileage, conference expenses, salary and fringe benefits of prof dev coordinator)										
	Technical Support										
	Staffing (might include salaries and fringe benefits of technology coordinator, technician, etc.)										
	Contractual (might include contracts to provide technical services not available within the district)										
	Supplies and Materials										
	Other										
	TOTAL										

Explanation of Budget Terms:

Budget Narrative – a budget narrative provides a description of each line item contained in the budget.

Curriculum/Instructional Software - (Reading, Math, Science, word processors, spreadsheet, database, grade books, and presentation software applications etc.)

Administrative Software - (MONEX Applications, student level databases, etc.)

Professional Development - Any technology related training provided for teachers and administrators (Phase I, Phase II, substitute pay, stipends, conferences, workshop fees, etc.)

Hardware - Workstations (teacher, student, multimedia), peripheral devices such as printers and scanners, graphing calculators, digital cameras, satellite dishes, VCR's, camcorders, etc.

Internal Connections - Wiring, File Server, Network Components (routers, CSU/DSU, NIC cards, UPS, etc.)

Telecommunications - POTS (Plain Old Telephone Service) – which refers to the standard telephone service that most homes and offices use. In contrast, telephone services based on high-speed, digital communications lines, such as ISDN (f integrated services digital network) and FDDI (Fiber Distributed Data Interface), are not POTS.

Internet Access - Internet Service Provider – only complete this section if you don't use the state backbone to obtain Internet access

Contractual - Contracts with engineers, etc. to provide technical services not available within district

Staffing – Salary for Technology Coordinator, Technician, Professional Development Coordinator, Support, etc.

Supplies & Materials – diskettes, printer paper, printer cartridges, etc.

Other - Indirect costs

Technology Plan Checklist

District Plans are due between March 15, 2000 - June 15, 2000

Districts must email a copy of the their new plan to the OETTS contact for their respective Congressional District. The plan may be submitted in **Adobe PDF** or **Microsoft Word DOC** format. Districts may elect to send one (1) paper copy in addition to the electronic copy of the technology plan to their respective OETTS contact.

Use the following checklist **prior** to submission of the district plan to determine if all of the key components have been included. Check each item that is included in your plan. Insert any items not checked. OETTS staff and the Review Committee may use this checklist to determine if the plan will be recommended for approval by the State Board of Education. **Refer to the Technology Plan Guidelines section of the *School District Technology Planning Handbook* for more detailed information about the plan components listed in the checklist.**

Plan Components	**Page Number**	**Acceptable**	**Revisions Needed**
Does the plan include or contain the following:			
A **cover page** that contains key contact information?			
A **table of contents**?			
A **district profile** that provides key information about the district?			
A **vision statement**?			
A **mission statement**?			
District technology committee information?			
A copy of the district's **Acceptable Use Policy?**			
An **assessment** of the district's technology status in curriculum integration, professional development, infrastructure and telecommunications, and equitable use of technology?			
A listing of the district's technology **goals** including **strategies** and **timelines** for reaching those goals?			
A written description of **how the district plans to accomplish the goals** of its technology plan?			
A projected **budget** (covering 3 years)?			
A **budget narrative** that explains and justifies each line item in the projected budget?			
A description of the **evaluation process** that the district will use to monitor its technology plan progress?			
A **schematic of the district WAN** (wide area network) is included in the plan?			
A copy of the **Statement of Assurances** (signed in blue ink by the superintendent and technology coordinator)?			
A copy of the **Universal Service (E-Rate) Criteria Checklist?**			

TBM – To Be Mailed

Additional Links*

- CEO Forum on Education and Technology
  http://ceoforum.org/

- The Consortium for School Networking
  http://www.cosn.org/

- Milken Family Foundation Educatio: Technology
  http://www.mff.org/edtech/

- Northwest Educational Technology Consortium
  http://netc.org/index.html

- The Technology Coordinators Web Site
  http://www.ac.wwu.edu/~kenr/TCsite/contents.html

- Colorado Department of Education Technology Resource Page
  http://www.cde.state.co.us/cdedepcom/et_plng.htm

- Michigan K-12 Technology Plan Help Site
  http://www.edzone.net/tech_plan/

- For help with mission or vision statements visit.
  http://www.wes.bc.ca/jane/mission.htm

- Planet Innovation provides tools that assist school administrators and teachers in successfully planning, implementing, and evaluating technology. It is a part of the **South Central Regional Technology Consortium** (SC-RTEC), a 5 year project funded by the Department of Education.
  http://planet.scrtec.org/menu.html

* This list is not meant to be all-inclusive. The sites listed above were used in preparing the **Technology Planning Handbook for Mississippi School Districts.**

Technology Plan Outline

Directions for using the technology plan outline when submitting a district technology plan:

The Office of Educational Technology, Training and Support (OETTS) has developed the following outline for school districts to use when rewriting their current technology plans. School districts are not required to use the following outline, but it is recommended that the submitted plans follow the general outline. For additional information, please refer to the *Technology Planning Handbook* or visit (http://www.mde.k12.ms.us/oet/techplan/).

Presently, it is not possible to submit your technology plan online. We are working toward this goal but may not have the process in place by the time some of the districts are ready to submit plans. Consequently, we are asking that districts submit one copy of their technology plan as an email attachment to the OETTS contact for their respective Congressional District.

OETTS STAFF CONTACTS

Congressional District 1	**Ellen Burnham* Robin Sutliff**	**eburnham@mde.k12.ms.us**
Congressional District 2	**Zucchini Dean* Beverly Brackin**	**zdean@mde.k12.ms.us**
Congressional District 3	**Nadine Gilbert* Dr. Helen Soule'**	**ngilbert@mde.k12.ms.us**
Congressional District 4	**Betty Lou Pigg* Anthony Thaxton**	**blpigg@mde.k12.ms.us**
Congressional District 5	**Betty Ezelle* Gus Bowering**	**bezelle@mde.k12.ms.us**

*Individual designated to receive electronically submitted copies of technology plans for each Congressional District

The plan may be submitted in *Adobe* PDF or *Microsoft Word* DOC format. Since this outline has been created using *Microsoft Word*, technology coordinators should be able to edit, save, and easily submit plans.

Directions for Using the Outline

- **Enter text where indicated.**
- **Save file.**
- **Delete text in red and/or between brackets < >.**

Revised technology plans are due between March 15, 2000 and June 15, 2000.

<This page can be deleted when submitting plan>

<This page will become the cover page for your technology plan>

Technology Plan Submission Form

District	<Enter information here>
Superintendent	<Enter information here>
Technology Coordinator	<Enter information here>
Mailing Address	<Enter information here>
Phone	<Enter information here>
Fax	<Enter information here>
Technology Coordinator's Email	<Enter information here>
District Home Page (URL)	<Enter information here>

(OETTS STAFF WILL COMPLETE THE FOLLOWING INFORMATION)

RECOMMENDATION FOR APPOVAL	
OETTS REVIEWER:	DATE:
COMMITTEE REVIEWER:	DATE:
DIRECTOR OF OETTS:	DATE:
APPROVED BY STATE BOARD OF EDUCATION	DATE:
DISTRICT NOTIFICATION LETTER SENT	DATE:

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- PROFESSIONAL DEVELOPMENT
- INFRASTRUCTURE AND TELECOMMUNICATIONS SERVICES
- EQUITABLE USE OF TECHNOLOGY

TECHNOLOGY PLAN IMPLEMENTATION

GOALS, STRATEGIES, AND TIMELINES

TECHNOLOGY PLAN NARRATIVE

- CURRICULUM
- PROFESSIONAL DEVELOPMENT
- INFRASTRUCTURE AND TELECOMMUNICATIONS SERVICES
- EQUITABLE USE OF TECHNOLOGY

TECHNOLOGY BUDGET

- BUDGET FORM
- BUDGET NARRATIVE

TECHNOLOGY PLAN EVALUATION

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District Profile

District Profile	
DISTRICT NAME:	
ACCREDITATION LEVEL	
NUMBER OF SCHOOLS IN DISTRICT	
NUMBER OF STUDENTS ENROLLED	
PERCENT OF STUDENTS ELIGIBLE FOR FREE/REDUCED LUNCH	
NUMBER OF STUDENTS ELIGIBLE FOR ESL (ENGLISH AS A SECOND LANGUAGE) SERVICES	
NUMBER OF DROP-OUTS	
GRADUATION RATE	
DISTRICT E-RATE DISCOUNT	
SUBJECT AREA(S) AND GRADE LEVEL(S) OF GREATEST ACADEMIC NEED ACCORDING TO THE LATEST DISTRICT ASSESSMENT	

This information should provide a "snapshot" of your district and help planners and reviewers to focus on areas of need.

Vision and Mission Statements

Vision Statement

<A vision statement expresses thoughts about what the district's future educational environment should look like. It should be written in broad terms and guide the development of the technology plan. >

<INSERT VISION STATEMENT>

Mission Statement

<A mission statement is a brief, general description of the district's plans for promoting the effective use of technology to improve student performance. The mission statement describes the steps that will need to be taken in order to achieve the district's vision. >

<INSERT MISSION STATEMENT>

Technology Committee

District Technology Committee	
Member	**Title**
<Enter the names and titles of your committee members. >	

<Write a description of the district technology committee's role in developing, implementing, and evaluating the district's technology plan. This description should include how committee members were selected, and the role each is expected to play. Tentative plans for scheduling meetings for the next school year should also be included. >

Acceptable Use Policy

<Insert a copy of the district's acceptable use policy. This policy should address how students, staff and community members use the Internet. >

(Visit http://www.netc.org/tech_plans/aup.html for more information on developing an acceptable use policy for your district.)

Technology Assessment

<In this section you are to assess your district's current technology status in four categories: curriculum integration, professional development, infrastructure and telecommunications services, and equitable use of technology. Use the questions listed beneath each category to guide the assessment. >

A. Curriculum Integration

1. <Identify your district's current curriculum strengths and weaknesses and describe the process used to determine these strengths and weaknesses. Briefly describe the district's current procedures for using technology to address any perceived curriculum weaknesses. >
2. <Briefly describe how the teachers integrate technology into their lessons. Include ways technology is presently used for entire classroom and for small group instruction. >
3. <Briefly describe how students use technology. Include ways students presently use technology for purposes beyond practice of skills. >

B. Professional Development

1. <Describe the process your district uses for assessing the technology professional development needs of teachers, administrators, and non-certified staff. If your district measures the implementation level of technology in the classroom, include a sample of the tool that is used. >

2. <Briefly describe technology professional development activities that have been offered to teachers. Describe the method(s) the district uses to determine the effectiveness of the professional development activities. >

C. Infrastructure and Telecommunication Services

1. <Write a description of the technology infrastructure of each school in your district. Include schematic drawings that show the location of wiring closets, classrooms with Internet access, and identify the types of LAN and WAN connectivity. This description should explain the type of data and video networking and Internet access that is available. >

2. <Describe the effectiveness of the present infrastructure and telecommunication services that have been provided by the district. >

3. <Explain how E-Rate has allowed the district to improve or increase its technology infrastructure. >

D. Equitable use of Technology

4. <Describe the availability of technology to students and staff in the district. Include in your description the types of assistive technology tools that are provided for students with disabilities. >

(Visit www.mde.k12.ms.us/acad/sped/At.htm for information regarding assistive technology.)

The following matrix may be used to determine the extent technology is available to students and staff:

	Few, if any have access	Access primarily in teacher work areas, offices, libraries, or computer labs	User has access to computer for individual use in classroom or office
Administrators			
Teachers (academic)			
Teachers (vocational)			
Teachers (exceptional education)			
Teachers (electives)			
Students			
Students with disabilities			
Non-certified staff			

Plan Implementation

A. District Technology Goals and Strategies

<The plan must establish clear goals and strategies and timelines for attaining those goals. The goals should include the following four categories: curriculum integration, professional development, infrastructure and telecommunication services, and equitable access of technology. >

The following table may be used to list goals, strategies, and timelines.

District Goals	
Goal	
Strategy	Timeline
Goal	
Strategy	Timeline
Goal	
Strategy	Timeline
Goal	
Strategy	Timeline
Goal	
Strategy	Timeline
Goal	
Strategy	Timeline

B. Narrative

<Write an explanation of how the district plans to accomplish the goals of its technology plan in the following areas. Should your district have goals in addition to the ones listed below, include an explanation of how the district plans to achieve those goals as well. >

1. Curriculum Integration

   <Insert explanation>

2. Professional Development

   <Insert explanation>

3. Infrastructure and Telecommunication Services

   <Insert explanation>

4. Equitable use of Technology

   <Insert explanation>

Technology Budget

<The plan must include a budget to acquire and maintain the hardware, software, professional development, and other technology services that will be needed for three years. This should be a realistic "guess-timate" of the funds needed. >

A. Budget Form

<Attach the district's estimated 3-year technology plan budget. You may use the budget form found in the Resource section of this handbook or at the OETTS web site **http://www.mde.k12.ms.us/oet/techplan/. You may also use one of your own that includes similar information and categories** >

This is a sample budget page. For a larger version in landscape view, refer to the Resource section of this handbook or visit http://www.mde.k12.ms.us/oet/techplan/

Educational Technology Budget for SY 2000 - 2003

Submitted by: <District Name>

Accounting Code	Budget Category	YEAR 1 2000 - 2001			YEAR 2 2001 - 2002			YEAR 3 2002 - 2003			TOTAL EXPENDITURES YEARS 1-3
		LOCAL	STATE	FEDERAL	LOCAL	STATE	FEDERAL	LOCAL	STATE	FEDERAL	
	Technology Infrastructure										
	Hardware (might include work stations, printers, laptops, ect.)										
	Internal Connections (might include wiring, file servers, network components)										
	Telecommunications Services										
	Internet Service Provider										
	Telephone Service (POTS)										
	High-bandwidth Voice/Data/Video Connections										
	Dial-up Internet Connections										
	Wireless Connections										
	Telecommunications Equipment (might include phones, pagers, radios, etc.)										
	Other										
	Maintenance and Upgrades										
	Software										
	Curriculum										
	Administrative										
	Professional Development										
	Training (might include MDE or district level training, online courses for teachers,ect.)										
	Staff Support (might include materials, stipends, substitute pay, mileage, conference costs, prizes, salary and fringe benefits of prof dev coordinator)										
	Technical Support										
	Staffing (might include salaries and fringe benefits of technology coordinator, technician, etc.)										
	Contractual (might include contracts to provide technical services not available within the district)										
	Supplies and Materials										
	Other										
	TOTAL										

Budget Narrative

<Explain and justify all line items on the budget form. If you are using the OETTS budget form, you may use the following outline. If you are using another budget form, you will need to substitute categories so that the categories in your budget narrative correspond to those on your budget form. >

Budget Category	
A.	**Technology Infrastructure** <Insert narrative>
B.	**Telecommunications Services** <Insert narrative>
C.	**Maintenance and Upgrades** <Insert narrative>
D.	**Software** <Insert narrative>
E.	**Professional Development** <Insert narrative>
F.	**Distance Leaning** <Insert narrative>
G.	**Technical Support** <Insert narrative>
H.	**Supplies and Materials** <Insert narrative>
I.	**Other** <Insert narrative>

<Budget Narrative Example:

If curriculum/instructional software allocation on the budget form = $8,000, then the narrative might read,

"We will purchase and install Wiggle Works software for 15 first grade classes in order to increase the reading skills of our first graders."
Local Funds: $ -0- State Funds: $-0- Fed. Funds: $8,000 Total: $8,000>

Plan Evaluation

<The plan must include a description of the evaluation process that the district will use to monitor progress toward the specified goals. >

(Visit **http://www.ed.gov/pubs/EdTechGuide/** for information on plan evaluation.)

The following table may be used to illustrate the evaluation process that will be used. Any instruments to be used in the evaluation process may also be attached.

GOALS	TIMELINE (TIME NEEDED TO REACH GOAL)	ASSESSMENT METHODS (Method to be used to determine success of goal)

< This page cannot be electronically submitted. Complete the requested information and mail it directly to your OETTS Congressional District contact after the district superintendent and district technology committee chairperson have signed in blue ink. >

DISTRICT TECHNOLOGY STATEMENT OF ASSURANCES

School District _____

The LEA, agency or consortium, in accordance with SB3350 and Mississippi Department of Education policies and procedures, submitting this local technology plan, hereby assures that:

1. **The LEA is an equal opportunity employee and shall perform to all affirmative action and other applicable requirements; accordingly, the applicant does not discriminate nor permit discrimination in its operations or employment practices against any person or group of persons on the grounds of race, color, religion, national origin, handicap or sex in any manner prohibited by law. Further, the applicant agrees to comply with the Civil Rights Acts of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and the Americans with Disabilities Act.**

2. **The LEA agrees that the Mississippi Department of Education, or any of its duly authorized representatives, at any time during the terms of this technology plan, shall have access to, and the right to audit examine any pertinent books, documents, papers, and records of grantee related to this plan.**

3. **The LEA certifies that they have not been barred from contracting or otherwise doing business with the State or Federal Governments.**

4. **This plan, and all matters or issues collateral to it, shall be governed by, and construed in accordance with, the laws of the State of Mississippi.**

5. **This plan has been reviewed and approved by the District Technology Committee and the District Superintendent.**

Signature of Superintendent	Date
Chairperson, District Technology Committee	**Date**

District Technology Coordinator/Contact:

Name:	**Telephone #:**
School District:	**Fax #:**
Address:	**E-mail:**

< This page cannot be electronically submitted. Complete the requested information and mail it directly to your OETTS Congressional District contact. >

UNIVERSAL SERVICE (E-RATE) CRITERIA CHECKLIST

The Mississippi Department of Education, Office of Educational Technology, Training and Support is certified by the Schools and Libraries Division to approve technology plans for participation in the Schools and Libraries Universal Service Program. Please use the checklist to determine if your plan has met the criteria outlined below.

Successful technology plans align the overall education or library service improvement objectives with the following five criteria. To qualify as an approved Technology Plan for a Universal Service Program discount, the plan must meet these criteria. It is critical that technology planning not be viewed or treated as a separate exercise dealing primarily with hardware and telecommunications infrastructure. There must be strong connections between the proposed physical infrastructure of the information technology and the plan for professional development, curriculum reform, and library service improvements.

CRITERIA CHECKLIST

____ The plan includes an assessment of the telecommunication services, hardware, software, and other services that will be needed to improve education.

____ The plan establishes clear goals and a realistic strategy for using telecommunications and information technology to improve education.

____ The plan has a professional development strategy to ensure that the staff knows how to use the new technologies to improve education.

____ The plan provides for a sufficient budget to acquire and maintain the hardware, software, professional development, and other services that will be needed to implement the strategy for improved education.

____ The plan includes an evaluation process that enables the school to monitor progress toward the specified goals and make mid-course corrections in response to new developments and opportunities as they arise.

The plan includes:

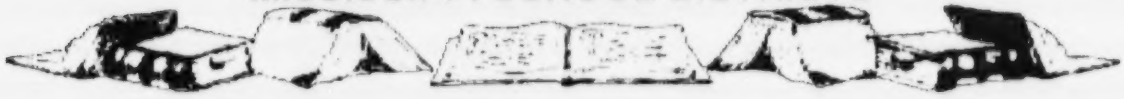
- **_____ Vision/Mission Statement**
- **_____ Statement of Assurances**
- **_____ Goals & Timelines**
- **_____ Acceptable Use Policy**
- **_____ 3-Year Budget**

_____ _____

Technology Coordinator **Date**

OETTS Contacts

TECHNOLOGY PLANNING HANDBOOK FOR MISSISSIPPI SCHOOL DISTRICTS



All technology plans are due by April 15, 2001

Central High School
359 North West Street, Suite 136B
P.O. Box 771
Jackson, MS 39205-0771
(601)359-3954
Fax (601)359-1728

Congressional District 1
Ken Thompson* kthompson@mde.k12.ms.us

Congressional District 2
Zucchini Dean*zdean@mde.k12.ms.us
Robin Silas

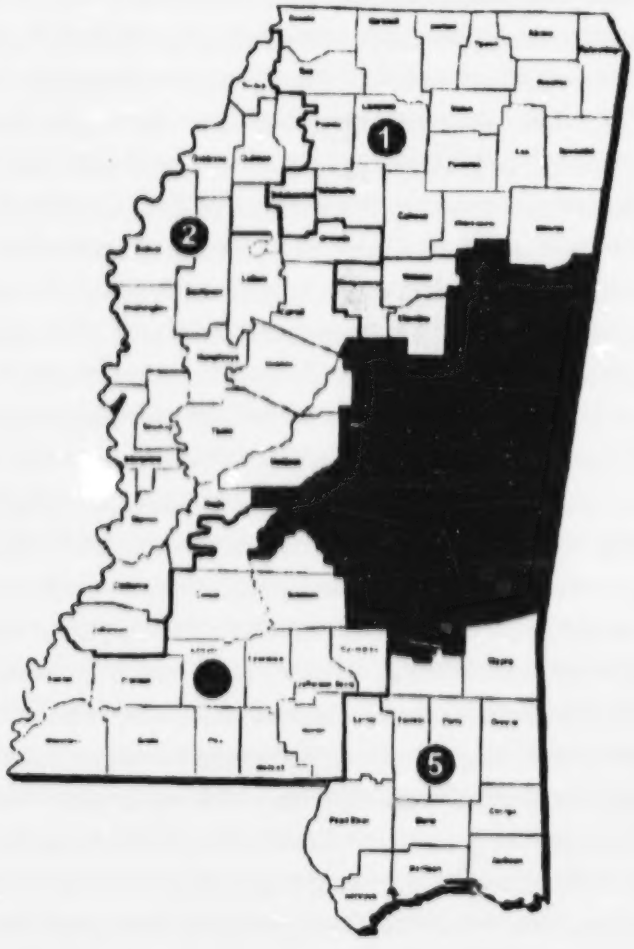
Congressional District 3
Nadine Gilbert*ngilbert@mde.k12.ms.us
Dr. Helen Soule'

Congressional District 4
Betty Lou Pigg*blpigg@mde.k12.ms.us

Congressional District 5
Betty Ezelle*bezelle@mde.k12.ms.us

*Individual designated to receive electronically submitted copies of technology plans for each Congressional District.

CONGRESSIONAL DISTRICT



Technology Plan Checklist

District Plans are due between March 15, 2000 - June 15, 2000

Districts must email a copy of the their new plan to the OETTS contact for their respective Congressional District. The plan may be submitted in **Adobe PDF** or **Microsoft Word DOC** format. Districts may elect to send one (1) paper copy in addition to the electronic copy of the technology plan to their respective OETTS contact.

Use the following checklist prior to submission of the district plan to determine if all of the key components have been included. Check each item that is included in your plan. Insert any items not checked. OETTS staff and the Review Committee may use this checklist to determine if the plan will be recommended for approval by the State Board of Education. **Refer to the Technology Plan Guidelines section of the *School District Technology Planning Handbook* for more detailed information about the plan components listed in the checklist.**

Plan Components	Page Number	Acceptable	Revisions Needed
Does the plan include or contain the following:			
A **cover page** that contains key contact information?			
A **table of contents**?			
A **district profile** that provides key information about the district?			
A **vision statement**?			
A **mission statement**?			
District technology committee information?			
A copy of the district's **Acceptable Use Policy?**			
An **assessment** of the district's technology status in curriculum integration, professional development, infrastructure and telecommunications, and equitable use of technology?			
A listing of the district's technology **goals** including **strategies** and **timelines** for reaching those goals?			
A written description of **how the district plans to accomplish the goals** of its technology plan?			
A projected **budget** (covering 3 years)?			
A **budget narrative** that explains and justifies each line item in the projected budget?			
A description of the **evaluation process** that the district will use to monitor its technology plan progress?			
A **schematic of the district WAN** (wide area network) is included in the plan?			
A copy of the **Statement of Assurances** (signed in blue ink by the superintendent and technology coordinator)?			
A copy of the **Universal Service (E-Rate) Criteria Checklist?**			

TBM – To Be Mailed

Educational Technology Budget for SY 2000 - 2003

Submitted by: <District Name>

Total ETE Funds Remaining as of December 1999 = $

Accounting Code	Budget Category	YEAR 1 2000 - 2001			YEAR 2 2001 - 2002			YEAR 3 2002 - 2003			TOTAL EXPENDITURES YEARS 1-3
		LOCAL	STATE	FEDERAL	LOCAL	STATE	FEDERAL	LOCAL	STATE	FEDERAL	
	Technology Infrastructure										
	Hardware										
	(might include work stations, printers, laptops, ect.)										
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5. **This plan has been reviewed and approved by the District Technology Committee and the District Superintendent.**

Signature of Superintendent	Date
Chairperson, District Technology Committee	**Date**

==========

District Technology Coordinator/Contact:

Name:	**Telephone #:**
School District:	**Fax #:**
Address:	**E-mail:**

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The plan includes:

_____ Vision/Mission Statement
_____ Statement of Assurances
_____ Goals & Timelines
_____ Acceptable Use Policy
_____ 3-Year Budget

_____ _____
Technology Coordinator **Date**

Planning Resources

TECHNOLOGY PLANNING HANDBOOK FOR MISSISSIPPI SCHOOLS

All technology plans are due by April 15, 2001

Adobe Acrobat Reader is required to read the PDF documents. It is available free of charge

from Adobe or by clicking on the following Adobe Acrobat logo. Get Acrobat Reader

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Acceptable Use Policies
http://www.erehwon.com/k12aup/
http://www.netc.org/tech_plans/aup.html
http://mustang.coled.umn.edu/Started/use/Acceptableuse.html
http://chico.rice.edu/armadillo/Rice/Resources/acceptable.html

Assistive Technology
http://www.mde.k12.ms.us/acad/sped/At.htm

CEO Forum on Education and Technology
Interactive STAR Chart
http://www.ceoforum.org/questions.cfm

Colorado Department of Education
Technology Resource Page
http://www.cde.state.co.us/cdetech/et_plng.htm

Compaq - Technology Plan Builder
http://compaq.edmin.com/index.cfm

The Consortium for School Networking
http://www.cosn.org

The Digital Divide
http://www.ntia.doc.gov/ntiahome/fttn99/contents.html

An Educator's Guide to Evaluating the Use of Technology in Schools and Classrooms

http://www.ed.gov/pubs/EdTechGuide/

Guiding Questions for Technology Planning
http://www.ncrtec.org/capacity/guidewww/gqhome.htm

Mississippi's E-rate Web Site
http://c2t.mdek12.state.ms.us/erateweb/erate.htm

Michigan K-12 Technology Plan Help Site
http://www.edzone.net/tech_plan

Milken Family Foundation for Education Technology
http://www.mff.org/edtech

MS Teacher Technology Standards
oetstan.htm

Finding your NCES Code
http://nces.ed.gov/ccdweb/school/index.asp

National Center For Technology Planning
http://www.nctp.com/

National Educational Technology Standards (for students)
http://cnets.iste.org/

Northwest Educational Technology Consortium
http://netc.org/index.html

Planet Innovation (SC-RTEC)
http://planet.scrtec.org/menu.html

The Technology Coordinator's Web Site
http://www.ac.wwu.edu/~kenr/TCsite/contents.html

Vision and Mission Statements - What are they?
http://www.wes.bc.ca/jane/mission.htm

Taking TCO (Total Cost of Ownership) To the Classroom
http://www.cosn.org/tco/

U.S. Department of Education
Office of Educational Research and Improvement (OERI)
National Library of Education (NLE)
Educational Resources Information Center (ERIC)

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